



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA I SUPPORT ACTIVITY
UNIT 15707
APO AP 96258-0707

REPLY TO
ATTENTION OF:

EANC-A1-CPAC

11 September 2001

SUBJECT: Area I CPAC Update 9-01

1. In an effort to ensure Area I Federal employees are kept informed of various Personnel issues we will be publishing updates on major Personnel issues, staffing, compensation, overseas entitlements and benefits, recruitment procedures, travel entitlements, classification issues, PPIs, etc. Future updates will contain current information specific to a particular function.

2. **Conversion to Modern Defense Civilian Personnel Data System (DCPDS)**. The Civilian Personnel Operations Center (CPOC) is scheduled to convert to the Modern DCPDS on **12 October 2001**. The Modern DCPDS is the result of Program Decision Memorandum 7111, dated 5 December 1994, which mandated the development of a single automated civilian personnel data system for use by all components of the Department of Defense (DoD). The "Modern System" is intended to be a user-friendly, windows based system, which will replace the current Personnel Process Improvement suite of software tools, commonly referred to as PPIs (PERSACTION, COREDOC, Regional Applications and TRAIN), and the Legacy Defense Civilian Personnel Data System (DCPDS). The conversion to Modern DCPDS will include all appropriated, nonappropriated and Korean Nation (KN) civilian personnel actions.

In order to effect the conversion, the Legacy DCPDS will be shut down on **12 October 2001**, at which time there will not be any automated personnel processing capability in the Korea Region, until the conversion to Modern DCPDS is completed on or about **29 October 2001**. After close of business on 12 October, the Civilian Personnel Advisory Centers (CPACs) and supported organizations, will no longer have access to the PPI suite, or Legacy DCPDS. As a result of the shut down period, **newly hired employees can not** have their appointments affected during the period **23 September through 3 November 2001**; instead, their entrance on duty (EOD) date must either be before **23 September** or later than **4 November 2001**.

PPIs in electronic in-boxes (mangers, resource mangers, CPOCs, and CPACs) can not be converted to Modern DCPDS; they will be lost when the current system is shut down on **12 October**. The following cut-off dates represent the dates all PPIs and supporting documents must be **received in the CPOC**:

EANC-A1-CPAC
SUBJECT: Area 1 CPAC Update 9-01

11 September 2001

PPIs

CUTOFF DATE

Organizational Structure (Table 30) Changes	12 Aug 2001
New Unit Identification Codes (UICs)	12 Aug 2001
Position Classification Reviews (New Positions)	12 Aug 2001
Organizational Requirements	12 Aug 2001
All other PPI requests	12 Sep 2001

Other actions

Hard copy Performance Appraisals	12 Sep 2001
Return of all OPFs to the CPOC	12 Sep 2001
All DD Form 1556s for Training	12 Sep 2001
Training Completion	12 Sep 2001
CAOs/Transfers/Reinstatements/New Hires	23 Sep 2001

The last day for submission of PPI requests; use of REGIONAL Applications will be available through **11 October 2001**. The CPOC recognizes that there will be certain non-discretionary personnel actions, of an emergency nature, that must be processed while the automated system is shut down. Arrangements have been made with the Defense Finance and Accounting Office (DFAS) to process the following actions manually: Resignations, Termination of Temporary Appointments, and Removals.

It is realized that there may be actions which could have a adverse impact upon the organization's mission, i.e., safety or security would be compromised, if the action was not processed. Such actions should be rare and requires the signature of the Commander attesting to the type of emergency action.

3. **Modern System Training.** The CPAC will be conducting training for all current PPI users, within Area 1 for the Modern System , 17-19 September in the Education Training Room, Bldg S58, Room 204. Training is schedule for 0830 to 1200 and 1300 to 1630. (Please bring a copy of the Desk Guide, time, and sign-up will be announced at a later date). The up-date manual is attached and is easy to understand. Please down load the manual so you can become familiar with the process of how the system works. If you would like to attend training the 17th or 18th , please let me know by close of business Thursday 13 September.

4. **National Agency Check with Inquiries (NACI) Required for all Modern System users.** Effective 20 October 2001, all users of the Modern System will be required to have a NACI. The Modern DCPDS is classified as noncritical-sensitive; ADP Type II. As such, all users will require a NACI if they have a valid Modern System user account and will be accessing the system. This includes military and civilian family members for whom NACIs

were not previously required. All civilian employees who are former military or who hold current security clearances are exempt from this requirement.

EANC-A1-CPAC

11 September 2001

SUBJECT: Area 1 CPAC Update 9-01

5. **System Access Nomination and Authorization Request (SANAR) Required for Access to Modern System.** SANAR Form (SFCP-PSM Form 2 (Rev 19 Dec 2000)) must be completed by all current PPI users before they can be granted access to the Modern System. The required SANAR Forms will be disseminated to all who attend the Modern training. Managers must complete the SANAR Forms and return them to the CPAC not later than 28 September 2001. Without the completed forms, no accounts will be issued. The SANAR Forms can also be found on the CPOC Home Page at: <http://cpoc-www.korea.army.mil>. Click on **Tools** Directory.

6. **PPIs Actions in Managers Inbox.** The Modern System will require the CPOC to manually enter outstanding PPI actions upon conversion. A review of the PPI database shows that there are approximately 1,900 PPI actions still active. Those actions in a manager's box that have not been forwarded to the CPAC prior to 12 September will be canceled. PPI actions not deleted and/or canceled that have been in a manager's box for over 30 days will be deleted by the CPOC no later than 17 September 2001. Any other PPI actions that are in manager's box will likewise be deleted upon stand-up of the Modern System.

7. **Modern System's "Gatekeeper" Will Help Managers.** The Modern System, is a user-friendly system based on a commercial, off-the-shelf product, which uses a graphical Windows environment with drop-down menus, point-and-click maneuvering, and cut-copy-paste capability. Currently being developed for use with the Modern System, is an automated checklist that prompts users to provide information relevant to the requested personnel action called the "Gatekeeper Checklist,". When a manager generates a Request for Personnel Action (RPA), such as filling a position or reassigning a person, the system will prompt the user-friendly Gatekeeper Checklist. The checklist has a series of questions relative to the personnel action the manager requested and many of the questions have a drop-down menu with a list of potential answers the manager can select from. As the RPA moves through the routing process, each user - manager, resource manager and CPAC advisor - can add and update the required information on the checklist. During April 2001, the Southwest CPOC began conducting a full operational test of the Gatekeeper Checklist. Once the test is successfully completed, the checklist will be made available to all CPOCs using the Modern System.

8. **Living Quarters Allowance (LQA) Determinations for Locally Hired Employees.** EUSA Memorandum EAGA-CP-SES (690-500) dated 28 August 2001, published the following policy guidance, from Department of the Army (DA), concerning the granting of LQA to locally hired employees:

a. LQA is intended to be a recruitment incentive for U.S. citizen civilian employees living in the United States to accept Federal employment in a foreign area. When a person already resides in a foreign area, the inducement of LQA is unnecessary.

b. The limited circumstances under which employees recruited outside the United States may be authorized LQA are outlined in Department of State Standardized Regulations (DSSR) and Department of Defense Civilian Personnel Manual 1400.25-M, Subchapter 1250. DoD policy states that individuals shall not automatically be authorized these benefits simply because they meet eligibility requirements.

c. LQA may be afforded when a locally hired employee is selected for a position announced worldwide and the position has been pre-determined to be hard-to-fill. The locally hired employee must meet eligibility requirements.

d. When positions are recruited locally (Korea-wide) management has determined that a sufficient number of local candidates are available. Therefore, LQA may not be granted regardless of whether the position was pre-designated as hard-to-fill.

e. when a former member of the Armed Forces accepts employment that does not provide for LQA, and at a later date is offered a position that affords LQA, such employee is deemed to be locally recruited and will not be granted LQA.

Effective 28 August 2001, locally hired employees will not be automatically granted LQA simply because they meet eligibility requirements. The LQA eligibility determination will be made by the CPOC when the employee is first hired and if possible, before the employee is inprocessed.

9. Army Knowledge Online (AKO)Accounts Are Mandatory. Effective 1 October 2001, all Department of Army, U.S. appropriated and nonappropriated fund employees will be required to have an AKO account. This requirement was mandated in a memorandum signed 8 August 2001, by Secretary of the Army, Thomas E. White and Chief of Staff, General Eric K. Shinseki. The memo outlines the goals and direction for Army Knowledge Management, a strategy to transform the Army into a "network-centric, knowledge-based force." The AKO portal is a central part of that strategy. It provides a secure access for users, by using encryption mechanisms similar to those used in banks and investment corporations. Eventually, employees will no longer have to send away for copies of their personnel and financial records; instead, they will be able to access this information through their AKO account. They will also be given an e-mail account that can be used for the rest of their career and even after retirement. The e-mail address will stay the same no matter where an employee is stationed. In the future, new employees will be issued an account with their identification card. To sign

EANC-A1-CPAC

11 September 2001

SUBJECT: Area 1 CPAC Update 9-01

up for the AKO account go to: <http://www.us.army.mil> and click on "I'm a New User" to register.

10. Nominations for the 2001 Government Employee Insurance Company (GEICO) Awards. Each year GEICO requests the Army to nominate one or more individuals for their Public Service Awards. The award is granted by the GEICO Philanthropic Foundation to recognize Federal employees who have provided outstanding service to the public or otherwise contributed noteworthy achievements in the fields recognized by GEICO. Nominees are judged principally on the impact of their work-related or non work-related contributions in the following areas:

1. Substance Abuse Prevention and Treatment
2. Fire Prevention and Safety
3. Physical Rehabilitation
4. Traffic Safety and Accident Prevention

GEICO will honor four active and one retired Federal employee from the four fields with a \$2,500 cash award, an all expense paid trip to Washington, D.C., and a commemorative plaque. Nominations may be forwarded through command channels to the Executive Secretary, Army Incentive Awards Board, ATTN: SFCP-PS, Room 2C662, 111 Army Pentagon, Washington, DC 20310-0111. All nominations must be received no later than October 5, 2001. The nomination you forward will be reviewed by the Army Incentive Awards Board for consideration. For further updates and additional information visit GEICO's website at <http://www.geico.com/insproducts/fedpsas.html>.

11. APPRAISAL PERIOD FOR GS/WS 9 -12. The ending date for GS/WS 9-12 appraisals is 31 Oct 01. Army Regulation 690-400, Chapter 4302 (Total Army Performance Evaluation System or TAPES, along with block by block guidance for completing the rating (click on MER), can be found on the CPAC web page at <http://www-area1.korea.army.mil/cpac/cpac.htm>. The completed ratings are due at CPAC as soon as possible after the ending date, but NLT 15 Dec 01. The Rater must obtain the Senior Rater & employee's signature before sending to the CPAC. The Senior System Support Form (DA Form 7222-1) and the Senior System Civilian Evaluation Report (DA Form 7222) are available on Form Flow. Support Forms must be in place a minimum of 120 days before a rating can be done. If not in place, it may be necessary to extend the rating period. Such extensions should be processed as soon as possible. For questions on specific ratings, please contact Al Tanner at 732-7873 or by email at tanner@crc-cpac.korea.army.mil.

EANC-A1-CPAC

11 September 2001

SUBJECT: Area 1 CPAC Update 9-01

12. **REMINDER TO ALL EMPLOYEES/SUPERVISORS**: All employees with use or lose leave should have that leave scheduled NLT 2 Dec 2001 for use before the end of this leave year (12 Jan 2002) to avoid forfeiture. Annual Leave forfeited because it was in excess of the maximum amount permitted for carry over into the next leave year may be restored under certain circumstances (e.g. exigency of the public business, employee sickness, etc.). Such forfeited leave may be considered for restoration only if the annual leave **was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (5 CFR 630.308)**. The denial of use or lose leave should be extremely rare and based only on a true emergency need. For additional information or clarification please contact Al Tanner, 732-7873; email tannera@crc-cpac.korea.army.mil.

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MAGGIE L. THOMAS

Chief Personnel Service Branch